

# MEMORANDUM

TO: Chief Financial Officers and Budget Contacts

FROM: Harry Bell  
Office of State Budget (OSB)

RE: Appropriation Transfer Requests

DATE: July 7, 2005

As we begin a new fiscal year, the following guidelines are offered to assist with appropriation transfers submitted to the Office of State Budget:

1. For personal service to personal service – or – other operating to other operating transfers within your agency, please send the original pink Form #30 appropriation transfer request form directly to the Comptroller General's Office and a copy of the transfer form to your State Budget Analyst at the Office of State Budget (OSB).
2. For all other types of appropriation transfers (between personal service and other operating or other types of appropriations between agencies or to other organizations, etc.) please submit the following to your State Budget Analyst:
  - A properly completed original and one copy of the pink appropriation transfer Form 30.
  - A properly completed original and one copy of the Transfer Request Explanation form.
  - Any other relevant documentation (letters between agencies or legislative committees) that authorize the transfer or are necessary to help document reason for the transfer.
3. The Transfer Explanation form has been slightly revised and is now required from agencies on all transfers requiring OSB approval. (See Attachment)

If explanations lack the level of detail required to approve the transfer, requests may be returned for further details. Also, one of the steps involved in our review involves comparing requested transfers with line items on the latest CG#477 report. Please be sure that justifications explain any apparent discrepancies between the transfer request and the line item balances shown on the latest CG #477.

If you need help in drafting your detailed explanation, call your State Budget Analyst. You can access the OSB website (<http://www.budget.sc.gov>) to download and/or print the Transfer Request Explanation Form and the appropriation transfer form #30.

Attachment:

Transfer Explanation Form